

**CHIEF OF TRAINING  
STUDY GUIDE**

A written examination for the class of **CHIEF OF TRAINING** to be administered in **BOSSIER CITY** on **SEPTEMBER 21, 2009**, will consist of approximately **110** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>TRAINING</b>  Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	12.7%
<b>FIREGROUND OPERATIONS</b>  Knowledge of fireground operations sufficient to train department personnel in areas of fire fighting techniques, rescue, forcible entry, ventilation, salvage and overhaul, fire attack, safety, and hazardous materials.	12.7%
<b>WATER SUPPLY AND PUMP OPERATIONS</b>  Knowledge of water supplies and pump operations sufficient to train departmental employees in the use of water supplies; hydraulics, pump operations; fire streams, sprinkler and standpipe system; and the driving and operating of apparatus/equipment in order to efficiently perform their duties at the scene of an emergency.	10.0%
<b>TOOLS AND EQUIPMENT</b>  Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, hoses, ladders, extinguishers, and fire fighting apparatus tools and equipment.	10.0%
<b>MEDICAL PROCEDURES AT THE EMERGENCY SCENE</b>  Knowledge of first aid practices and procedures, including CPR and emergency medical services, sufficient to train departmental employees to perform these duties at the scene of an emergency.	7.3%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>FIRE SERVICE MANAGEMENT</b>  Knowledge of the principles of effective fire service management, involving planning, organizing, and directing departmental operations of the training division; personnel management; and managing equipment and supplies.	17.3%
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-keeping practices, including preparation, content, and control of department records; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports or official correspondence.	7.3%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline.	14.5%
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies and the public.	8.2%

## REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### PRIMARY REFERENCE MATERIAL

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or

promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.